

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 28th day of May 2014 at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman
Commissioner James Riester, Vice-Chairman
Commissioner Dennis Brochey
Commissioner Robert B. Cliffe
Commissioner Wright H. Ellis
Commissioner Sylvia Virtuoso

EXCUSED: Robert P. Lannon, CRA Infrastructure & Engineering
Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT: Anthony M. Hahn, Administrative Director, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
P. Andrew Vona, Attorney for District
Thomas W. Blodgett, CRA Infrastructure & Engineering
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1
Richard B. Henry III, P.E.
Clark Patterson & Lee Engineering
Town of Niagara's Engineering Firm
Paul Droff, Executive Director
Niagara Falls Water Board
Rick Roll, Director of Technical & Regulatory Services
Niagara Falls Water Board

Chairman Smith called the meeting to order at 3:32 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the minutes of the April 30, 2014 meeting be approved as presented. This motion was carried.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	23.40
Dig Safely	Digging Notifications	72.00
Frontier	Mapleton Rd PS	55.73
National Fuel	Plant	3,827.99
National Fuel	Townline Road	144.39
National Fuel	Shawnee Road	157.86
National Grid	Elec Dist. - Townline Road	1,073.37
National Grid	Elec Dist. - Mapleton Rd	213.58
National Grid	Elec Dist - East Canal PS	1,541.47
National Grid	Elec Dist - Shawnee Road	215.72
National Grid	Elec Dist - Moyer Lift	136.88
National Grid	Elec Dist - Tonawanda Creek Rd PS	596.97
National Grid	2044 Niagara Falls Blvd (meter)	21.54
National Grid	2059 Niagara Falls Blvd (meter)	21.02
NYDEC	Annual Permit Fee - VAC Truck	500.00
QLT	Townline Rd PS	13.88
Time Warner	Internet	758.17
Verizon	East Canal	25.44
Verizon	Tonawanda Creek	29.81
Verizon	Rapids Road PS	25.08
Verizon	Moyer Lift	25.42
Verizon	Shawnee Rd PS	25.07
Verizon	Plant	139.30
Verizon Wireless	Cellular Phone	65.30

TOTAL**\$ 9,709.39****TO BE PAID**

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Allied Waste Services #111	Recycling Service	128.91
Allied Waste	Sludge Disposal	15,023.75
Allied 100	AED Trainer, CPR Face Shield, Lung bags & Insertion tool	487.95
Andersen Electric Supply	Conduit, handy boxes, AA Batteries, GFI Box cover plate, PVC, conduit coupling	275.65
Augies Automotive	Oil Change & Inspection on Plant Truck	55.99
Beau Enterprises **	ROW Clearing Project	33,250.00
Biotrax	Laboratory Services	440.00

Bison Laboratories	Sodium Hypochlorite	2,827.98
CRA	April Monthly Retainer	750.00
CRA	NCSD Mapleton Rd. P.S. Rehab Project #631047	1,714.50
CRA	Misc. Project Assistance/SCADA (Project #630191)	5,638.75
CRA	2014 I/I Project (Project #631071)	4,455.00
CRA **	Capital Plan Phase 2 (Project #630806)	15,572.50
CRA	2014 Roof Replacement (Project #631067)	24,840.00
Cummins Northeast LLC	East Canal Generator Repair, Ton. Creek Rd Preventative Service	1,748.50
Drake Lawn & Garden	Maintenance on Lawn Mowers/Lawn Supplies	339.95
Evoqua Water Technologies	Lab Grade Water	242.87
Fisher Scientific	Lab Supplies	1,965.33
Greater Niagara Mechanical	Unit Heater Repair & Motor Replacement/Air Cond. Repair	1,021.37
Greater Niagara Newspaper	Ad for 2014 Roof Replacement Bid	286.26
Gui's Lumber	Plumbing Supplies	85.18
Hahn, Anthony	Travel Mileage	25.20
Isle Chem	Lab Analysis	120.00
JP Industrial	Sandable Primer	13.26
K & K Janitorial Service, Inc.	General Cleaning for May 2014	390.00
Kemira	Ferrous Chloride	2,041.66
Lock City Supply	Plumbing Supplies	533.31
Maerten's Motor Service	Tire Repair	37.50
Masterman's	Lab Supplies	524.02
McMaster Carr	Maintenance Supplies	1,424.44
MJ Mechanical	Semi Annual Maintenance Service Contracts	610.00
Milton CAT	Battery Replacement for Generator	1,004.92
Modern Corporation	Dumpsters	453.32
Moley Magnetics	Rewound motor for filter valve	648.65
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
Napa Auto Parts	Air & Oil Filters	176.59
Niagara Lock & Key Service	Keys	152.91
7N5-Praxair Distribution Inc.	Maintenance Supplies	100.50
Safety Kleen Systems	Parts, Washer Service	212.03
Schaefer Supply	Plumbing Supplies	10.89
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Staples	Office Supplies	289.44
Teixeira, Joanne	Travel Mileage for HR Portal Training in Lockport	20.83
Town of Lockport	Bond Reimbursement	132,312.50
Vona, P. Andrew	Monthly Retainer-April 2014/Legal Services	2,500.00
Wendt's Propane & Oil Service Inc.	Propane	65.50

WW Grainger Inc	Building Entrance & Control Panel Lamps, PVC Pipe Cutter Blade, polyurethane paint, pipe clamps, suction hose, Pump station auto dialer battery & safety glasses, maint. Supplies	2,195.54
TOTAL		\$ 257,287.45

TOTAL FORWARDED	\$ 9,709.39
TOTAL APPROVED O&M	<u>257,287.45</u>
GRAND TOTAL APPROVED	\$ 266,996.84

This motion was carried.

Review of the April 2014 Financial Report showed an Operation and Maintenance balance of \$6,740,791.11

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the Sewer District's April 2014 Financial Report be approved as presented. This motion was carried.

Communications:

Mr. Hahn reported that the District sent out an informational letter notifying residents of any work being done on/surrounding their properties regarding the right-a-way clearing project. Mr. Hahn stated that he heard from a few residents with minor questions and that the residents were happy that had been informed.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. NYSDEC SPDES Permit Renewal - Mr. Timkey reported that he received a SPDES Permit renewal application from the NYSDEC six weeks after receiving our new permit went into effect Mr. Timkey stated that he called Rob Locey of the NYSDEC and Mr. Locey said that it was an administrative renewal. Once the application is submitted, the current permit will remain in effect until March 2020.

Administrative Directors Report:

a. Budget Preview - Mr. Hahn reported that he had the first budget meeting with the county. The items so far that which be impacting the 2015 budget were that pension costs have stabilized and overall sales tax revenues have fallen significantly from last year. Most of the increased costs in 2015 will be due to medical healthcare and pension costs. The District's costs should be a stable 1% - 2% increase.

b. Ferrous Chloride Solution Bid - Mr. Hahn reviewed the two bids that were received for Ferrous Chloride Solution on May 20, 2014. PVS Chemicals, Inc. submitted a bid in the amount of \$0.37/lb and \$50 for the second drop-off point. The second bidder, Kemira Water Solutions, Inc., submitted a higher per pound price and a higher second drop off rate. Mr. Hahn stated CRA reviewed both bids as Kemira had been our previous supplier and determined that PVS Chemicals, Inc. was the lowest bidder; therefore, he requested authorization to award said contract to PVS Chemicals, Inc.

Upon motion duly made James Riester and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the low bid of PVS Chemicals, Inc. for Ferrous Chloride Solution (Bid #NCSD14-01) in the amount of \$0.37/lb. as Fe plus \$50/stop as second drop-off point (contract period July 1, 2014 to June 30, 2015). This motion was carried.

c. Roof Replacement Bid - Mr. Blodgett reported that four bids were received for the 2014 Roof Replacement Project and the lowest bid received was from Grove Roofing Services, Inc. in the total amount of \$497,200.00 Mr. Blodgett stated that Grove Roofing Services, Inc. was awarded and completed the District's 2013 Roof Replacement Project. Mr. Blodgett recommended to the Board to award the bid of the 2014 Roof Replacement Project to Grove Roofing Services, Inc., in the total amount of \$497,200.00, contingent upon availability of project funding and review by the Board's legal counsel.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby award the 2014 Roof Replacement Project to Grove Roofing Services, Inc. in the total bid amount of \$497,200.00, contingent upon

availability of project funding and review by the District's attorney, Andrew Vona. This motion was carried.

d. Niagara Technology Crescent - Mr. Smith reported that the counties of Niagara, Orleans and Genesee are collaborating on the development of a concentration of technology-based industries. Mr. Smith stated that with the Medina Business Park, the City of Lockport's Trek project, the Town of Lockport's Yahoo shovel ready project, Cambria's Technology park, and the Niagara Airport Commercial Park, there is a new availability of grants from New York State for infrastructure particularly for sewer improvements. He stated that gravity sewers would be the most cost effective solution for these locations. Mr. Smith questions whether the District should move forward as the grant will provide twenty percent funding which would be a big bite for the district to absorb. He asked the Board if they felt it should be done in phases or not. Mr. Cliffe said how much would the full project cost? Mr. Smith stated that he wanted to get the ball rolling as the grant request needed to be in by June 16th. Mr. Hahn stated that there is \$375,000 set aside for a new vacuum truck and after that, the District monies could be redirected to operations and still not raise sewer fees. Mr. Smith stated that the Town of Lockport is adding 97 acres of usable buildable land to its industrial park. Mr. Cliffe asked what our plant capacity is and would the new SPDES permit allow us to handle the increased capacity. Mr. Smith stated that the new Niagara Technology Crescent is similar to Yahoo as they are technology based industrial customers. Mr. Ellis and Mr. Riester suggested that we apply for the grant. Mr. Smith suggested that the project be broken into two separate phases with the Lockport Industrial Park becoming a possible second phase.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Smith's request for The Town of Lockport to submit the \$5,200,000 project for the railroad gravity project for the New York State sewer improvement infrastructure grant. This motion was carried.

f. Town of Niagara Full Member - Mrs. Virtuoso presented to the board a resolution made on September 17, 2013 by the Town of Niagara Town Board requesting to become a full member of the Niagara County Sewer District. Mrs. Virtuoso asked the Commissioners what the next step would be for the Town of Niagara to become a full member of the Niagara County Sewer District. Mr. Vona, the District's attorney, stated that the Niagara County Sewer District would request to have a resolution passed by the Niagara County Legislature subject to a permissive referendum. Mrs. Virtuoso asked Board approval for the Niagara County Sewer District to pass a resolution to present to the Niagara County Legislature requesting that the Town of Niagara become a full member of the Niagara County Sewer District.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby request a resolution to be made by the Niagara County Sewer District requesting a resolution from the Niagara County Legislature, subject to permissive referendum allowing the Town of Niagara to become a full member of the Niagara County Sewer District. This motion was carried.

g. Town of Niagara I/I - Mrs. Virtuoso introduced Richard Henry III, P.E., Clark Patterson & Lee, Town of Niagara engineer who presented to the Board, the Town of Niagara's 2014 I/I Project to the board. The project entails Cured-in-Place Pipe (CIPP) Reconstruction of approx. 1,400 LF x 8" Sanitary Sewers. The location of the project is on Creekside Parkway. The work is scheduled to be completed in July at a total cost of \$37,800. Mrs. Virtuoso asked board permission to be reimbursed for \$20,000 towards their Cured-in-Place Pipe (CIPP) Reconstruction of 1,400 LF x 8" Sanitary Sewer project on Creekside Parkway.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mrs. Virtuoso's request for the Town of Niagara to be reimbursed \$20,000 towards their Cured-in-Place Pipe (CIPP) Reconstruction of 1,400 LF x 8" Sanitary Sewer project on Creekside Parkway. This motion was carried.

g. Sludge Hauling and Disposal Bid - Mr. Hahn reported that the District's sludge hauling and disposal will be going out to bid in a few months. Mr. Hahn stated that the District needs to make sure that the bidders meet all specs and have the necessary experience and qualifications to perform the requested services. Mr. Blodgett stated that the bid should state how, when, and where they dispose of the waste. He had specific concerns regarding this disposal. Mr. Vona stated that the District needs to make sure that the District is not exposed to any liabilities. Mr. Vona suggested that CRA meets with John Timkey, the District's Chief Operator to review the contract that is in place to ensure that the proper infrastructure is in place and maintained for the removal of sludge in the new bid.

Mr. Vona requested that the board go into executive session to discuss the personnel matter. Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the Board adjourn to executive session to discuss the personnel matter which is on the agenda. This motion was carried. The board went into executive session at 4:07 p.m.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Board adjourn from executive session and re-open the regular meeting at 4:26 p.m. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of the Niagara County Sewer District #1 hereby gives authorization to CRA to review and update the current sludge hauling and disposal bid contingent upon approval of John Timkey with assistance of CRA as requested. This motion was carried.

Engineering Report:

1. General Retainer (CRA Project No. 630191)
 - Miscellaneous requests and reviews ongoing under Phase 40 and SCADA support services
 - Pendleton/Cambria/Lockport Interceptor Extension assistance
 - Demand response – electrical visit
 - BOARD ACTION REQUESTED – None

2. Capital Plan Phase 2 (CRA Project No. 630806)
 - Influent Screens and Aeration Grit Removal System project, minor punchlist and restoration items
 - R.O.W Clearing Contract – work underway
 - BOARD ACTION REQUESTED – None
3. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)
 - Next steps, Implementation and schedule for approved plan
 - BOARD ACTION REQUESTED – None
4. Mapleton Road Pump Station Improvements (CRA Project No. 631047)
 - Submittal reviews ongoing
 - BOARD ACTION REQUESTED – None
5. WPCC 2014 Roof Replacement Project (CRA Project No. 631067)
 - Bids were received on May 21, 2014. Four bids received with Grove Roofing the low bidder at \$497,200
 - **BOARD ACTION REQUESTED – Recommend Award of Contract to Grove Roofing**
6. 2014 District I/I Project – Manhole Inspection Program (CRA Project No. 631071)
 - Field inspections and database work continuing
 - BOARD ACTION REQUESTED – None

7. 2014 SPDES Permit Schedule of Compliance Action Items (CRA Project No. 631076)

- Project kickoff meeting complete, clarifier baffle design and flow study/Mercury Minimization Program work ongoing
- **BOARD ACTION REQUESTED – Authorization to advertise Clarifier Baffle project contingent upon John Timkey’s approval of Contract Documents**

Mr. Blodgett reported that under the new 2014 SPDES Permit Schedule of Compliance Action Items, the District is under lower limits for settleable solids and the need to obtain higher flow rates through the secondary clarifiers is critical. Due to these increased restrictions and the need to try to optimize plant flow capacity without solids washout, density current baffles are proposed to be installed in the clarifiers. Mr. Blodgett requested board authorization to advertise the Clarifier Baffle project contingent upon John Timkey's approval of Contract Documents.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby request CRA to advertise the Clarifier Baffle project contingent upon approval of John Timkey's approval of Contract Documents. This motion was carried.

New Business:

NYSIO Demand Response Program - Mr. Blodgett reported that the Board had questions regarding the NYISO Demand Response Program from ICAP Special Case Resources. Mr. Blodgett stated that the plant currently has backup power from 2 existing 750kw generators which can only run the District's influent pump station and aeration blowers. He indicated that the existing backup power system cannot currently power the entire plant, and plant systems such as the filter building and sludge processing would not be functional during a power outage. Mr. Timkey stated that we have redundant and adequate back up power now and that compliance with SPDES permit limits is the concern. Mr. Smith stated that he would like CRA to investigate the cost the District would need to spend in order to fully operate the entire plant without grid power. He stated that the District should be prepared for a

worst case scenario. Mr. Ellis agreed. Mr. Blodgett stated that CRA would look into the infrastructure requirements and associated costs to get the plant backup power system upgraded to meet these demands.

Adjournment:

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe the meeting adjourned at 4:35 p.m.